



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FACILITIES SUPERINTENDENT

Class No. 005980

■ CLASSIFICATION PURPOSE

To plan, coordinate and direct, within district regions, facilities maintenance and repair programs and projects; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Facilities Superintendent is a skilled building operations and maintenance service class that serves as regional manager and reports to the Chief, Facilities Operations. This class is allocated to the Department of General Services. The Facilities Superintendent is distinguished from the next higher class, Chief, Facilities Operations, in that the former has responsibility for district regions while the latter has overall responsibility for all the district regions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs and supervises a large multi-disciplinary staff, involved in operating over 100 facilities that are located throughout the San Diego county and used for a variety of purposes, including 24-hour operations.
2. Identifies and diagnoses overall building operation dysfunctions.
3. Develops remedial and proactive strategies.
4. Evaluates the impact of alternatives and implements programmatic solutions, as needed.
5. Plans overall maintenance and repair of county -owned/leased buildings and grounds.
6. Ensures contract compliance, quality, and efficiency.
7. Supervises skilled craft and planner estimator operations through indirect supervision.
8. Estimates labor and material costs.
9. Prepares requests and justifications for regions.
10. Inspects assigned facilities.
11. Prepares district region budget.
12. Prepares written reports.
13. Ensures that buildings are ready for inspections by various public agencies.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Building, electrical, plumbing and construction, Occupational Safety and Health Administration (OSHA) codes and standards associated with the construction, modification, and maintenance of public facilities.

- Sources of materials, equipment, and supplies for facilities/maintenance and construction projects.
- Asbestos and lead inspection procedures.
- Principles of maintenance service programs within a large organization.
- Public personnel management and supervisory methods and techniques.
- Construction, maintenance, operation, and repair techniques related to a variety of office and institutional buildings, facilities, crafts and central plant equipment, systems and fixtures.
- Usage and application of testing instruments, equipment, and power and hand tools.
- Automated building management control systems.
- Budgetary process.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Interpret blue prints and specification data.
- Specify and justify allocation of resources and staffing.
- Write job orders, specifications, and estimates.
- Identify and maintain budgetary expenditures.
- Use electronic equipment effectively.
- Apply established practices and methods prescribed for operating and maintaining facilities, as well as develop facility maintenance programs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency in engineering, architecture, business management or public administration; AND five (5) years of progressively responsible experience in facilities operations, at least three (3) years of which must have involved managing a large multi-disciplinary work force responsible for the operation and maintenance of complex multi-use facilities.

Note: Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

While performing the duties for this job, incumbent is required to sit, stand, bend, stoop, crawl, use hand to finger, handle, feel or operate objects, and climb stairs. Due to size of facilities, frequent work at considerable heights is required.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Subject to weekend work, standby, or emergency call back. May be responsible for facilities, which operate 24 hours per day, 7 days a week.

Exposure to weather, dust, fumes, electrical, currents and machine noises. May be exposed to hazards of building maintenance (i.e., lead, asbestos, etc.) Wearing of protective breathing apparatus is required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 26, 1999
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